

STATE OF CALIFORNIA
RESEARCH PROGRAM SPECIALIST I
RESEARCH PROGRAM SPECIALIST II
DEPARTMENTAL PROMOTIONAL



FINAL FILING DATE: OCTOBER 28, 2016

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

**EXAMINATION
BASE**

Applications will be accepted on promotional basis only.

**WHO SHOULD
APPLY**

This is a departmental promotional examination for the Department of Rehabilitation. Applicants must:

1. Have a permanent civil service appointment with the Department of Rehabilitation or meet the provisions of State Personnel Board Rule 235 by the final filing date; or
2. Be a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; or
3. Be a current or former non-elected exempt employee of the Executive Branch for two or more years as defined in Government Code Section 18992; or
4. Be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991. Applicants must submit a copy of their DD214 with their application.

HOW TO APPLY

Applications (form STD 678) must be received or postmarked no later than the final filing date, **October 28, 2016**. Faxed or emailed applications will not be accepted. Applications postmarked after the final filing date or personally delivered and/or received via inter-office mail after 5:00 PM on the final filing date will not be accepted for any reason.

File by mail or in person at:

Department of Rehabilitation
Selection Services Unit
721 Capitol Mall
Sacramento, CA 95814
Attn: Tiffany Chew

Cross filing: If you meet the entrance requirements for both classifications, you may file for both examinations on a single application.

Applications are available at www.jobs.ca.gov and the local offices of the Employment Development Department and California Department of Human Resources.

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT
OF HUMAN RESOURCES.**

SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in item #2 of the "Application for Examination." You will be contacted to make specific arrangements.
TEST DATE	It is anticipated that the interviews will be held during December 2016/January 2017.
SALARY RANGE	Research Program Specialist I: \$5,053-\$6,325 Research Program Specialist II: \$5,550-\$6,947
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	All applicants must meet the education and/or experience requirements for this examination by the final filing date.
MINIMUM QUALIFICATIONS	<p>Experience and education which provide ability to perform successfully as a Research Program Specialist at the level and in the specialty for which application is made and:</p> <p>Research Program Specialist I</p> <p style="text-align: center;">Either I</p> <p>Experience: One year in the California state service performing research duties at a level of responsibility equivalent to that of a Research Analyst II.</p> <p style="text-align: center;">Or II</p> <p>Experience: Three years of progressively responsible technical research experience above the trainee level engaged in the collection, compilation, analysis, and interpretation of data. (A Doctoral Degree in Economics, Psychology, Sociology, or a research-oriented field may be substituted for two years of the required experience. A master's degree in one of the above fields may be substituted for one year of the required experience.) (Experience in the California state service applied toward this requirement must include one year of experience in a class at a level of responsibility equivalent to a Research Analyst II.) And</p> <p>Education: Graduation from college with any major but with extensive course work in economics, psychology, sociology, or a related research-oriented field. This must include at least six semester hours in statistics.</p> <p>Research Program Specialist II</p> <p style="text-align: center;">Either I</p> <p>Experience: One year in the California state service performing research duties in a class at a level of responsibility equivalent to that of a Research Program Specialist I.</p> <p style="text-align: center;">Or II</p> <p>Experience: Four years of progressively responsible technical research experience above the trainee level engaged in the collection, compilation, analysis, and interpretation of data. (A Doctoral Degree in Economics, Psychology, Sociology, or a research-oriented field may be substituted for two years of the required experience. A master's degree in any one of the above fields may be substituted for one year of the required experience.) (Experience in the California state service applied toward this pattern must</p>

include one year of experience in a class at a level of responsibility equivalent to a Research Program Specialist I.) **And**

Education: Graduation from college with any major but with extensive course work in economics, psychology, sociology, or a related research-oriented field. This must include or be supplemented by at least six semester hours in statistics.

**EXAMINATION
PLAN**

This examination will consist of a qualifications appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Candidates who do not appear for the interview will be disqualified.

Qualifications Appraisal Interview - Weighted 100%

Scope: In addition to evaluating each candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis in the interview will be on measuring competitively, relative to job demands, each candidate's:

All levels:

Knowledge of:

1. Research methods and techniques.
2. Application of computerized models to research data.
3. Statistical and other methods used in the analysis and projection of data.
4. Survey methods and analytical techniques
5. Operations research methods.

Ability to:

1. Communicate effectively to individuals and groups related to the area of research.
2. Analyze and make recommendations.
3. Plan and carry out research projects.
4. Prepare and present technical reports.
5. Establish and maintain cooperative relationships with others.

If conditions warrant, this examination may utilize an evaluation of each candidate's education and experience compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out the application. List all experience relevant to the Requirements for Admittance to the Examination, Position Description, and scope shown on this announcement. Supplementary information will be accepted, but read the Requirements for Admittance to the Examination, Position Description, and scope carefully to see what kind of information will be useful to the staff doing the evaluation.

**POSITION
DESCRIPTION**

Research Program Specialist I

The positions are characterized by assignments which require, on a regular basis, a high degree of skill above the journey level. Under general direction, employees at this level independently develop and utilize research methodology and techniques in areas where precedents are lacking or a

sparse body of knowledge or experience in the area exists. Incumbents work independently with primary responsibility for a major project or activity.

Research Program Specialist II

The positions are identified by top departmental management as requiring the service of the most highly skilled practitioners who serve as prime resource persons and innovators in the subject matter of their occupations. Incumbents have responsibility for designing and directing major complex research projects or activities.

Positions exist in Sacramento.

**SPECIAL
PERSONAL
REQUIREMENTS**

All levels:

Demonstrated ability to act independently; initiative; flexibility; and tact.

**ELIGIBLE LIST
INFORMATION**

A departmental promotional list will be established for each classification for the Department of Rehabilitation. The lists will be abolished 12 months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.

CAREER CREDITS

Career credits are not granted in promotional examinations.

**VETERANS'
PREFERENCE**

Veterans' Preference is not granted in promotional examinations.

GENERAL INFORMATION

To learn more about the Department of Rehabilitation (e.g., how to prepare for a civil service examination, information regarding the Americans with Disabilities Act, the Limited Examination Appointment Process (LEAP), office locations, etc.) log on to website at www.dor.ca.gov.

It is the candidate's responsibility to contact the Department of Rehabilitation's Selection Services Unit in Sacramento at (916) 558-5574 three weeks after the final filing date if he/she has not received a progress notice.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service law and rules and all candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under

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RESEARCH PROGRAM SPECIALIST II, LQ70-5758

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provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the classification.

Department of Rehabilitation
Selection Services Unit
721 Capitol Mall
Sacramento, CA 95814
(916) 558-5545 | TTY: (800) 735-2929

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

Bulletin released: October 14, 2016